

SY 2019 Year End Collection (YEC) Guidance

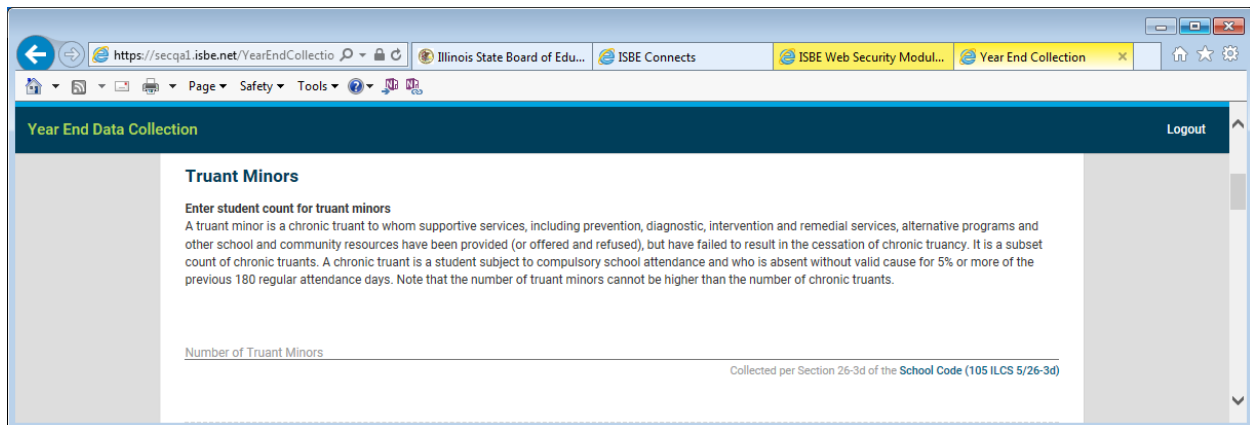
Year End Collection (YEC) is a new data collection replacing the previous E-Report Card and End of Year Report data collections. The YEC collects four pieces of information: Truant Minors, No Pass No Play, Health and Wellness, and Minutes per Week.

Truant Minors and No Pass No Play are data collections required by statute. Health and Wellness and Minutes per Week are required by statute for the Report Card.

This guidance provides information about how to enter the data into the system and how to submit files for multiple schools at a time.

The YEC will open for data submission on 5/15/2019. Submissions are due July 31, 2019.

Truant Minors

The screenshot shows a web browser window with the URL https://secqa1.isbe.net/YearEndCollectio. The page title is "Year End Data Collection" and it includes a "Logout" link. The main content area is titled "Truant Minors" and contains the instruction "Enter student count for truant minors". Below this is a detailed definition of a truant minor: "A truant minor is a chronic truant to whom supportive services, including prevention, diagnostic, intervention and remedial services, alternative programs and other school and community resources have been provided (or offered and refused), but have failed to result in the cessation of chronic truancy. It is a subset count of chronic truants. A chronic truant is a student subject to compulsory school attendance and who is absent without valid cause for 5% or more of the previous 180 regular attendance days. Note that the number of truant minors cannot be higher than the number of chronic truants." At the bottom of the form, there is a text input field labeled "Number of Truant Minors" and a note: "Collected per Section 26-3d of the School Code (105 ILCS 5/26-3d)".

*Collected per Section 26-3d of the School Code (105 ILCS 5/26-3d)

- Enter student count for truant minors.
- A truant minor is a chronic truant to whom supportive services, including prevention, diagnostic, intervention and remedial services, alternative programs and other school and community resources have been provided (or offered and refused), and have failed to result in the cessation of chronic truancy.
- Truant Minors are a subset count of chronic truants. By definition a truant minor is also a chronic truant. Therefore the number of truant minors should not exceed the count of chronic truants.
- A chronic truant is a student subject to compulsory school attendance and who is absent without valid cause for 5% or more of the previous 180 regular attendance days.

No Pass No Play

The screenshot shows a web browser window with the URL <https://secqa1.isbe.net/YearEndCollector>. The page title is "Year End Data Collection" and includes a "Logout" link. The main content area is titled "No Pass No Play (Grades 9-12)" and contains the following text: "Enter number of Suspension/Ineligibility per duration from School Athletic or Extracurricular Activities Collected per Section 10-20.3 of School Code (105 ILCS 5/10-20.30) (Complete for Grades 9-12 only)". Below this text are three radio button options: "7 or Fewer Days", "8 to 14 Days", and "15 or More Days".

*Collected per Section 10-20.30 of the School Code (105 ILCS 5/10-20.30)

- This metric is only required for grades 9th -12th.
- Enter number of Suspension/Ineligibility from school athletics or extracurricular activities based on their duration (1-7 days, 8-14 days, 15 or more days).
- Note that beginning with the 1998-99 school year, the school board of each school district that maintains any of grades 9 through 12 shall establish, implement, and enforce a uniform and consistent policy under which a student in any of those grades who fails to maintain a specified minimum grade point average or a specified minimum grade in each course in which the student is enrolled or both is suspended from further participation in any school-sponsored or school-supported athletic or extracurricular activities for a specified period or until a specified minimum grade point average or minimum grade or both are earned by the student.

Health and Wellness

The screenshot shows a web browser window with the URL <https://secqa1.isbe.net/YearEndCollection/Col>. The page title is "Year End Data Collection" and it includes a "Logout" link. The main content area is titled "Health and Wellness" and contains the following text:

Enter the average number of days per week of physical education per student
It is the total number of days per week of physical education for all students divided by the total number of students. Health education classes in middle and high school should be included, but recesses should not be counted. Record to the nearest one decimal. The data range should be between 0 and 5.

Example
In a K-2 school with 20 students in kindergarten, 20 students in Grade 1 and 10 Students in Grade 2 and Grades K-1 have PE 5 days/week and Grade 2 has PE 3 days/week, the calculation should be:

$$\frac{[(20 \text{ KG} \times 5(\text{days/week})) + [20 \text{ 1}^{\text{st}} \text{ Grade} \times 5] + [10 \text{ 2}^{\text{nd}} \text{ Grade} \times 3]]}{[\text{Total Enrollment}]} =$$
$$\frac{(100 + 100 + 30)}{(50)} =$$
$$230 / 50 = 4.6$$

Average number of days per week of PE per student Between 0 and 5

- Enter the average number of days per week of physical education per student. It is the total number of days per week of physical education for all students divided by the total number of students.
- Health education classes in middle and high school should be included, but recesses should not be included.
- Record to nearest one decimal. The data range should be between 0 and 5.

For example: In a K-2 school with 20 students in kindergarten, 20 students in grade 1 and 10 students in grade 2 and grades K-1 have PE 5 days/week and Grade 2 has PE 3 days/week, the calculation would be:

$$\frac{[20 \text{ KG} \times 5(\text{days/week})] + [20 \text{ 1st Grade} \times 5] + [10 \text{ 2nd Grade} \times 3]}{[\text{Total Enrollment}]} =$$
$$\frac{(100 + 100 + 30)}{(50)} =$$
$$230 / 50 = 4.6$$

Minutes Per Week

The screenshot shows a web browser window with the URL <https://secqa1.isbe.net/YearEndCollection/Col>. The page title is "Year End Data Collection" and it includes a "Logout" link in the top right corner. The main heading is "Minutes Per Week (Grades 3, 6, and 8)". Below this, there is a sub-heading "Amount of time devoted to Mathematics, Science, English, and Social Science at Grades 3, 6, and 8" followed by a detailed instruction: "Enter the average number of minutes allocated during the 5-day school week for instruction in Mathematics, English, Science and Social Science at Grade Levels 3, 6, and 8. English includes time for instruction in reading, spelling and other language arts. Averages should reflect the average number of minutes of instruction delivered to all classes for that grade level." An "Example" box provides a calculation: "In a school with 6 third grade teachers who allocated 200, 210, 225, 190, 200 and 211 minutes to mathematics instruction per week, the average number of minutes per week would be: $(200 + 210 + 225 + 190 + 200 + 211) / 6 = 206$ ". Below the example is a table for data entry with three columns for Grade 3, Grade 6, and Grade 8. Each column has four rows for Mathematics, Science, English, and Social Science, each with a horizontal line for input.

AVERAGE NUMBER OF MINUTES PER WEEK FOR INSTRUCTION			
Grade 3	Grade 6	Grade 8	
Mathematics _____	Mathematics _____	Mathematics _____	
Science _____	Science _____	Science _____	
English _____	English _____	English _____	
Social Science _____	Social Science _____	Social Science _____	

- It is required for schools serving grades 3rd, 6th and 8th.
- Enter the average number of minutes allocated during the 5-day school week for instruction in mathematics, science, English and social science at grade levels 3, 6 and 8. English includes time for instruction in reading, spelling and other language arts.
- The average should reflect the average number of minutes of instruction delivered to all classes for that grade level.

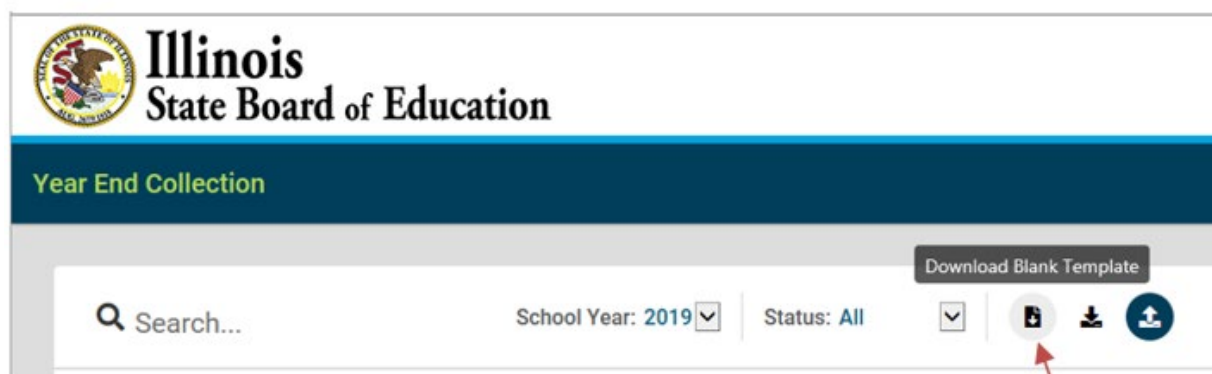
For example: In a school with 6 third grade teachers who allocate 200, 210, 225, 190, 200 and 211 minutes to mathematics instruction per week, the average number of minutes per week would be:
 $(200+210+225+190+200+211)/6 = 206.$

Batch Upload Feature

The YEC application allows for batch uploading. For districts with more than a handful of schools this feature should ease the submission process.

To submit multiple schools' YEC submissions at once first download the upload template:

1. Download template



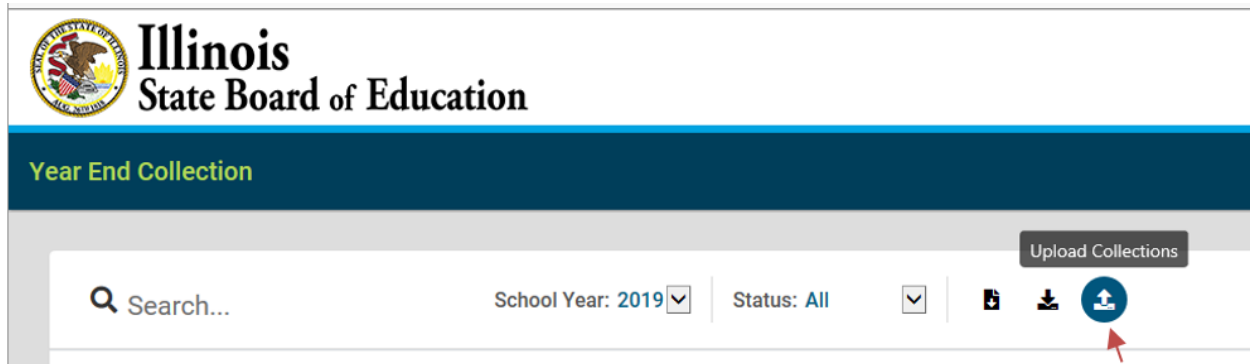
2. Save the template file to your local system with a new name.
3. Add your schools' data to the indicated fields.

	A	B	C	D	E	F	G	H	I	J	K	L
1	School Year	RCDTS	GradeLevel Code	Truant Count	AverageDays PE	AverageMinutes Math	AverageMinutes Science	AverageMinutes English	AverageMinutes SocialScience	ExtracurricularIneligibility 0to7Days	ExtracurricularIneligibility 8to14Days	ExtracurricularIneligibility 15PlusDays
2	2019	51-084-1860-25-1006		25	4.2							
3	2019	51-084-1860-25-1006	6			300	300	290	150			
4	2019	51-084-1860-25-1006	8			259	299	299	200			
5	2019	51-084-1860-25-2013		100	3.9							
6	2019	51-084-1860-25-2013	3			285	285	285	285			
7	2019	51-084-1860-25-2012		72	5							
8	2019	51-084-1860-25-2012	3			117	119	118	120			
9	2019	51-084-1860-25-2045		75	5							
10	2019	51-084-1860-25-2045	3			300	300	300	300			
11	2019	51-084-1860-25-2045	6			300	300	300	300			
12	2019	51-084-1860-25-2045	8			300	300	300	300			
13	2019	51-084-1860-25-2045	HS							11	15	4

Template Variable Name	Template Limits	Online Variable Name	Requirement \ Grade Level
SchoolYear	2019	School Year	
RCDTS	15 digits	RCDTS	
GradeLevelCode	(3, 6, 8, HS)	Grade Level	
TruantCount	(between 0 and 5000)	Truant Minor	School Level
AverageDaysPE	(between 0.0 and 5.5)	Health & Wellness	School Level
AverageMinutesMath	(between 0 and 300)	Minutes per week	3, 6, 8
AverageMinutesScience	(between 0 and 300)	Minutes per week	3, 6, 8
AverageMinutesEnglish	(between 0 and 300)	Minutes per week	3, 6, 8
AverageMinutesSocialScience	(between 0 and 300)	Minutes per week	3, 6, 8
ExtracurricularIneligibility0to7Days	(between 0 and 15000)	No Pass No Play	HS
ExtracurricularIneligibility8to14Days	(between 0 and 15000)	No Pass No Play	HS
ExtracurricularIneligibility15PlusDays	(between 0 and 15000)	No Pass No Play	HS

- a. DO NOT rename column names.
- b. DO NOT reorder columns.

- c. DO Review the file specifications on the “file specs” tab and follow those specifications closely.
 - d. Leaving cells blank where there are no values to be added are fine.
4. Save all changes to your file.
5. Upload the file to the YEC application.



6. “Submit”.

Upload Year End Data Collections

Y:\Data Systems and Collections\Y Browse...

Must be .csv

[Download Template](#)

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[Ok](#)